

Koh Kitagawa

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EDUCATION

Boston University School of Management; Boston, MA

September 2014

Bachelor of Science in Business Administration and Management, *Magna Cum Laude*

Triple Concentration in Accounting, Finance, and Operations & Technology Management

Triple Minor in Economics, Environmental Analysis & Policy, and International Relations

Cumulative GPA: 3.55

Honors/Certifications

Passed the AUD and FAR sections of the Uniform CPA Exams

October 2014

Dean's List

Fall 2011, Spring 2012, Spring 2013, Spring 2014

Winner of New Product Development Project Competition

Spring 2013

Six Sigma Green Belt Certification

Spring 2013

Major Academic Project

New Product Development Project

Fall 2012

- Collaborated with a team consisting of ten members to develop a new product and created a 100-page business plan
- Identified business risks pertaining to the industry and researched industry performance in different economic conditions to adjust sales forecasts and financial ratios for the worst, base, and best case scenarios, utilizing sensitivity analysis

WORK EXPERIENCE

Deloitte & Touche LLP; New York, NY

January 2015 – Present

Audit Assistant

- Reviewed accounting and operating procedures of clients in financial, IT, and municipal services
- Ensured the accuracy of key financial statements for clients by conducting variance analysis, performing recalculations, and verifying components of final figures with third-party information
- Evaluated key financial metrics by reviewing pertinent documents such as legal letters and lease contracts
- Communicated and negotiated with clients to obtain necessary supporting documents
- Discussed potential recording errors with clients and provided recommendations regarding appropriate countermeasures in accordance with relevant accounting standards
- Spoke to hundreds of fast growing startups and venture capitals to promote the national program "Technology Fast 500" and tripled the number of applications
- Managed five interns by assigning work, instructing on challenging tasks, and overseeing work completion and quality

Crusoe Ventures, LLC; Boston, MA

March 2014 – December 2014

Business Research Intern

- Conducted extensive market research for a startup that developed mobile applications
- Reached out to and communicated with freelance graphic designers
- Developed comprehensive financial projections based on expected revenues and expenses for the first five years

John Wiley & Sons, Inc.; Boston, MA

July 2014 – December 2014

Wiley CPAexcel Campus Representative

- Provided students with pertinent information regarding the CPA exam and recommended preparation methods
- Solicited and collected feedback from students regarding the company's study materials

Self-Employed; Boston, MA

September 2013 – May 2014

Freelance Translator

- Reviewed clients' interpretations of English documents and provided recommendations on alternatives interpretations
- Translated a diverse set of academic documents in fields including agriculture, biology, finance, and public policy

Fund for the Public Interest; Boston, MA

May 2012 – August 2012

Recruitment Intern

- Analyzed the correlations among employee performance, educational background, and work experience
- Created an evaluation technique to determine the effectiveness of regional directors by analyzing employee turnover

VOLUNTEER EXPERIENCE

Japanese-Language Proficiency Test (JLPT) Study Group; Boston, MA

September 2010 – December 2010

- Taught Japanese to a study group by answering students' questions to improve their Japanese language skills
- Prepared study materials and explained concepts effectively to students that led them pass the JLPT

SKILLS

Computer: Microsoft Word, Excel, PowerPoint, Access, Bloomberg Terminal, Engagement Management System

Language: Bilingual in Japanese and English

INTERESTS

Play rock and pop music on piano and keyboard; Compose and arrange music (www.kohkitagawa.com)